



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

SCAN HERE



PPMP-2025-1008-302509

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Department of Early Childhood and Elementary Education**

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (Goods, Infrastructure, Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre-Procurement Conference (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/Implementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (Php)		
Fuel & Lubricants											
Fuel, Diesel	Goods	58 liters <i>* 7</i>	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	3,596.00	• Technical Specification	
Sub-Total									3,596.00		
Office Supplies											
Ballpen. Blue 0.5mm Gel	Goods	3 Box of 12's	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	840.00		
Sub-Total									840.00		
Miscellaneous Expenses											

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CONTINGENCY FUND DECEED	Goods	1 pcs	NP - Emergency Cases	No	01/2026	01/2026	02/2026	GF-MOOE	16,000.00	• Market Scoping Checklist	
FOOD SUPPLIES EXPENSES DECEED	Goods	1 pcs	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	15,000.00	• Market Scoping Checklist	
OTHER PROFESSIONAL SERVICES DECEED	Goods	1 pcs	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	5,000.00	• Market Scoping Checklist	
Training Expense	Goods	1 lot * 9	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	10,000.00	• Technical Specification	
TRAVELLING EXPENSE DECEED	Goods	1 pcs	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	30,000.00		
Sub-Total									76,000.00		
Common-Use Supplies & Equipment (CSE)											
Bond Paper, 80 gsm, A4	Goods	103 reams * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	28,325.00	• Technical Specification	
Sub-Total									28,325.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	5 boxes * 1	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	475.00	• Technical Specification	

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Ballpen, Red	Goods	3 boxes * 2	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	285.00	• Technical Specification	
Sub-Total									760.00		
TOTAL BUDGET:									109,521.00		

* Please see attached specification

Prepared by: W**NOREEN KAYE N. AURE**Job Order
DECEEdDate: 10-8-25Submitted by: R. Abela**ROSARIO P. ABELA**Associate Professor V
DECEEdDate: 10/8/25Date Generated: **10/08/2025**

July
for **AUCIA M. FLORES**

Republic of the Philippines
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SPECIFICATION

1. Ballpen, Blue

- 12 pcs/box
- pen size tip: 0.5 mm

2. Ballpen, Red

- 12 pcs/box
- pen tip size: 0.5 mm

3. Ballpen. Blue 0.5mm Gel

4. Bond Paper, 80 gsm, A4

- 500 sheets/ream
- lint-free, bright white paper
- acid-free
- manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified

5. CONTINGENCY FUND DECEED

6. FOOD SUPPLIES EXPENSES DECEED

7. Fuel, Diesel

- good quality

8. OTHER PROFESSIONAL SERVICES DECEED

9. Training Expense

TRAINING EXPENSE-Conduct In-house Training Expense

10. TRAVELLING EXPENSE DECEED